

California Department of Veterans Affairs



“Honoring California’s Veterans”

Classification: **Hospital General Services Administrator II**
Permanent Full Time

Salary: **\$4622.00-\$5576.00 per month**

Location: Veterans Home of California-Barstow
100 E Veterans Parkway
Barstow, CA

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Applications will be screened and only the most qualified will be interviewed. **SROA PROVISIONS APPLY.**

Duties and Responsibilities: Under the general direction of the Assistant Hospital Administrator, the incumbent is responsible for planning, organizing, coordinating and administering the general services operations at the Veterans Home in Barstow. The operations include but are not limited to: procurement, stock, warehouse, property control, business services, transportation, housekeeping and the canteen. Supervises multidisciplinary general services staff that are responsible for housekeeping, procurement, property and equipment management, warehousing, stock, business services/purchasing, supply and inventory.

Desirable Qualifications:

- Knowledge of the State of California’s procurement and contracting policies.
- Knowledge of State and Federal law and rules affecting the general operations of a State facility.
- Ability to develop and implement policies and procedures relative to Procurement and General Services.
- Ability to plan, organize, direct and evaluate the work of a large multidisciplinary staff of general services personnel.
- Ability to work independently in identifying the need for and implementing changes in delivery of services.
- Ability to communicate effectively with staff and general public.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California, Barstow
100 East Veterans Parkway
Barstow, CA 92311
Attn: Human Resources

Inquiries:

Voice: (760) 252-6282
TDD: (760) 252-6234

NOTE: In line #12 of the State Application, You must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. "PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS". IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE. WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

RELEASED: 12/11/08